

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK | |
|--|-------------------------------|
| DATE RECEIVED JUL 16 1975 | JOB NO NC - 64-76-1 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| Date <u>7-22-75</u> <u>James E. O'Neil</u> Archivist of the United States | |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
National Archives and Records Service

3 MINOR SUBDIVISION
Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas W. Wadlow

5 TEL EXT
13-35185

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/11/75 (Date) Thomas W. Wadlow (Signature of Agency Representative) Director Records (Title)

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| 18. | <p>General Records Schedule 18, is hereby amended:</p> <p>Item 23. Personnel security clearance case files containing a record of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter I-2 of the Federal Personnel Manual. Dispose 20 years after date of last action. Transfer to Federal Records Center 5 years after date of last action.</p> | | |

Approved for the
United States Civil Service Commission by: _____

Date: 7/11/75